



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
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NAVAL STATION EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 3060.5B

N1

10 May 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 3060.5B

Subj: MANPOWER MOBILIZATION AND SUPPORT PLAN (MMSP)

Ref: (a) COMNAVRESFORINST 3060.5
(b) OPNAVINST S3061.1D
(c) OPNAVINST 3060.7A
(d) NAVBASESEAINST 3060.1 (NOTAL)
(e) BUPERSINST 1001.39C

Encl: (1) Naval Reserve Readiness Command Region Twenty-two
Manpower Mobilization and Support Plan
(REDCOM 22 MMSP)

1. Purpose. To promulgate Naval Reserve Readiness Command Region Twenty-two (REDCOM 22) Manpower Mobilization and Support Plan (MMSP). This MMSP supplements guidance provided in references (a) through (e) and addresses overall logistic and administrative requirements, and procedures to support activation and mobilization of Naval Reserve units and individuals assigned to REDCOM 22.

2. Cancellation. NAVRESREDCOMREG22INST 3060.5A. Changes to this instruction are so extensive that action addresses are directed to read in its entirety.

3. Discussion. The intent of this instruction is to provide a general overview of the activation and mobilization processes and to specifically delineate functional responsibilities during Navy manpower mobilization.

a. Each Reservist has been assigned to a Navy Mobilization Processing Site (NMPS) for mobilization and demobilization processing. During recall, Reservists will first report to their Naval Reserve Activity (NRA) (Echelon IV/V) for activation. They will travel to their designated NMPS for mobilization processing prior to arriving at their gaining command. Release from active duty will involve demobilization at the NMPS followed by deactivation at the NRA. The primary NMPS site for Reserve personnel attached to REDCOM 22 NRA's is NMPS Puget Sound located at Naval Submarine Base, Bangor. The secondary NMPS site is located at Naval Station, San Diego. Marine Corps personnel will report to NMPS Processing Site at

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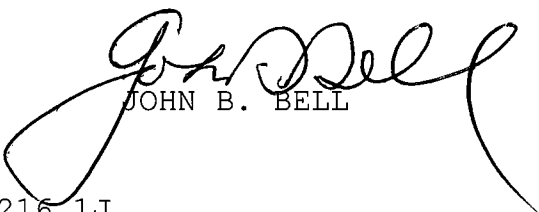
Camp Pendleton, and Seabees attached to battalions will report to NMPS Port Hueneme.

b. Designated Navy Regional Commanders/Naval Station Commanding Officers at the NMPS sites have been assigned as Local Area Coordinators for Mobilization (LACMOB). Each LACMOB is responsible for the implementation, and coordination of Navy Region Northwest (COMNAVREG NW) is the LACMOB for NMPS Puget Sound. REDCOM 22 is the Region's Senior Reserve Advisor (SRA), who assists in implementing the NMPS and serves as principal advisor and liaison during recall or mobilization. Additionally, per reference (d), REDCOM 22 has been designated the Deputy LACMOB for NMPS Puget Sound.

4. Action

a. NRA's will review this instruction and ensure their own Mobilization Support Plan (MMPS) appropriately supports this instruction and references (a) through (c). Be advised that the table of contents in this instruction follow the format of reference (a) to enable rapid reference. Information provided in higher echelon instructions does not necessarily have to be repeated in the local MMSP.

b. REDCOM 22 and NRA's will carry out duties as specified in their MMSP's to maintain processing capabilities and readiness in support of implementing mobilizations.


JOHN B. BELL

Distribution:

NAVRESREDCOMREG22INST 5216.1J

LIST B

NAVRESREDCOMREG TWO TWO (SDO)

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NAVAL RESERVE READINESS COMMAND REGION TWENTY-TWO
MANPOWER MOBILIZATION AND SUPPORT PLAN
(REDCOM 22 MMSP)

SECURITY INSTRUCTIONS

1. The long title of this plan is Naval Reserve Readiness Command Region Twenty-two Manpower Mobilization Support Plan. The short title is REDCOM 22 MMSP.
2. This document is UNCLASSIFIED. Information in REDCOM 22 MMSP may be disseminated to those agencies and personnel, whose official duties require knowledge of the plan, which include those, required to develop supporting plans.

RECORD OF CHANGES

[illegible]

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SECTION 1

INTRODUCTION

1. Title. This plan is titled "Naval Reserve Readiness Command Region Twenty-two Manpower Mobilization and Support Plan" (REDCOM 22 MMSP).

2. Mission. The primary mission of REDCOM 22 is to maintain assigned personnel and equipment in a state of readiness and availability which will permit rapid employment in the event of partial or full mobilization. This is accomplished through effective management of personnel and resources to train, equip, and otherwise prepare the assigned Naval Reserve units and personnel for activation and mobilization.

3. Purpose. The purpose of the REDCOM 22 MMSP is to supplement references (a) and (b) in providing mobilization policy and guidance, responsibilities, and procedures for the logistic and administrative support of those Naval Reserve Activities, Units, and individuals under the cognizance of REDCOM 22 during conditions requiring mobilization. The REDCOM 22 MMSP is not a stand-alone document.

4. Effective Date

a. The REDCOM 22 MMSP is effective upon receipt for planning and implementation of activation/mobilization requirements.

b. The REDCOM 22 MMSP may be implemented on a selective basis to support peacetime contingencies and general war conditions. Authority to execute the REDCOM 22 MMSP, in part or whole, will be issued by REDCOM 22 or higher authority.

c. Execution of mobilization within REDCOM 22 will be accomplished by a combination of RTSS/RSTARS, messages both unsecured and secure telephones (STU-III), and Fax's.

5. Key Mobilization Phone Numbers:

STU-III	(425) 304-3865
Mobilization	(425) 304-3842/3843
Commander/CSO	(425) 304-3338
Supply	(425) 304-3810
FAX	(425) 304-3339/3028
DSN prefix	727
SDO Pager	(425) 304-1871
SDPO Pager	(425) 304-1946

SECTION 2

NAVRESREDCOM REG TWO TWO COMMAND STRUCTURE

1. Command Structure. The Immediate Superior in Command (ISIC) for REDCOM 22 is Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR). The Readiness Command is the ISIC for all NRA's within the Region. The following Activities are under the command and support of REDCOM 22:

NAVMARCORESCEN ALAMEDA
NAVRESCEN ANCHORAGE
NAVRESCEN BANGOR WA
NAVMARCORESCEN BILLINGS
NAVMARCORESCEN BOISE
NAVRESCEN CENTRAL POINT
NAVMARCORESCEN EUGENE
NAVRESCEN EVERETT
NAVRESCEN HELENA
NAVRESFAC POCATELLO
NAVMARCORESCEN PORTLAND OR
NAVMARCORESCEN RENO
NAVMARCORESCEN SACRAMENTO
NAVMARCORESCEN SALT LAKE CITY
NAVMARCORESCEN SAN BRUNO
NAVMARCORESCEN SAN JOSE
NAVMARCORESCEN SPOKANE
NAVRESCEN TACOMA

2. Local Area Coordinator for Mobilization (LACMOB). The LACMOB is an active duty Flag Officer or Captain with Geographic Area Coordination responsibilities and authorities. The Region's LACMOB is Commander, Navy Region Northwest, and is responsible for command of assigned Active and Reserve personnel during processing and area coordination of activities at the Naval Mobilization Processing Site (NMPS) which support recall/mobilization processing. LACMOB's report to Chief of Naval Operations (CNO)(N1) for LACMOB responsibilities during mobilization planning, exercises, and actual mobilization. A Senior Reserve Advisor (SRA) assists the LACMOB. Reference (c) provides the specific functions of the LACMOB. Per reference (d), REDCOM 22 is designated Deputy LACMOB in support of NMPS Puget Sound, WA.

3. Senior Reserve Advisor (SRA). The SRA to the LACMOB is a senior active duty officer from the COMNAVRESFOR claimancy, appointed by CNO (N1) in coordination with COMNAVRESFOR, to function as the Reserve Component liaison and expert. The SRA is normally a TAR officer, serving as a Regional Readiness Commander or Naval Air Reserve Commander. The SRA is a subject matter expert on Reserve matters and provides the LACMOB with advice, and assistance on mobilization processing of Reservists within the LACMOB's area of responsibility. Reference (c) provides the duties and responsibilities of the SRA. REDCOM 22 is the SRA for the LACMOB.

4. Personnel Mobilization Team (PMT). The PMT is a Naval Reserve Unit composed of Selected Reserves (SELRES) trained to augment staffs at NMPS facilities, and support the LACMOB in the mobilization processing. REDCOM 22 is the Deputy LACMOB, therefore, close liaison is required with the PMT Commanding Officer.

5. Naval Reserve Activities (NRA). Upon recall notification, SELRES will report to their parent NRA for activation processing in accordance with reference (c). Following completion of the NRA's Activation CheckList, Reservists are directed to report to the designated NMPS for mobilization processing. REDCOM 22 will be augmenting NMPS Puget Sound; a REDCOM 22 Mobilization Control Center will be established as necessary to support the NRA's in their activation processing.

SECTION 3

MOBILIZATION PLANNING AND PREPAREDNESS

1. Mobilization Preparedness. Mobilization readiness is achieved through a program of regular planning, training and evaluation by all echelons of command. Responsibilities include:

a. REDCOM 22

(1) Conduct periodic training and drills in LERTCON, and secure telephone procedures.

(2) Brief all newly reporting staff officers and prospective Reserve Activity commanding officers on COMNAVRESFOR/REDCOM 22 mobilization plans and requirements.

(3) Evaluate Reserve activity and unit mobilization readiness by conducting on-site evaluations and reviewing NRA MMSPs during inspections, or as required.

(4) Conduct duties of Deputy LACMOB in accordance with references (c) and (d).

b. REDCOM 22 Director of Reserve Personnel Management (N1)

(1) Coordinate the Deputy LACMOB responsibilities as listed in reference (c), including the development and training of the NMPS Processing Activities and the conduct of NMPS exercises.

(2) Implement NMPS augment requirements upon mobilization.

(3) Prepare and maintain current instructions, plans, reference files, and provide necessary guidance to the staff.

c. REDCOM 22 Mobilization Officer (N1A)

(1) Responsible for all mobilization issues affecting the Region.

(2) Support N1 in Deputy LACMOB duties.

(3) Maintain REDCOM 22 MMSP and all NRA recall bills.

(4) Schedule and implement mobilization and LERTCON exercises.

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(5) Conduct duties as listed in the Standard Organization and Regulations of the U.S. Navy (SORM).

(6) Develop and coordinate the Mobilization Control Center to meet contingency requirements.

d. REDCOM 22 Senior Watch Officer

(1) Establish and publish a Mobilization Watch Team for the Mobilization Control Center, when required.

e. REDCOM 22 Department Heads

(1) In cognizant areas, assist the NRA's in their pre-mobilization preparedness duties in support of the Selected Reservists.

(2) Provide augmentation to NMPS Puget Sound as required in the event of mobilization.

f. Naval Reserve Activity (NRA) Commanding Officers

(1) Comply with references (a) through (c).

(2) Ensure that NRA personnel are proficient in generating mobilization orders for assigned Reservists.

(3) Utilize the NRA Activation Checklist (Appendix I of reference (c)) when activating Reservists.

(4) Distribute the publication: "Mission: Readiness" to all assigned Reservists.

(5) Conduct activation/mobilization training for all Reserve units. Conduct at a minimum semi-annual exercises of unit recalls.

(6) Assign and train an officer as the NRA Mobilization Liaison Officer.

(7) Brief newly selected unit Commanding Officers regarding their activation/mobilization responsibilities under the Reserve Activity MMSP.

(8) Submit recall bills semi-annually in October and April to REDCOM 22 Mobilization Officer. List the home, business, and message telephone numbers of the Commanding Officer, the Reserve Unit Commanding Officers, and the Reserve Activity Mobilization Liaison Officer (include the Command Duty Officer/Officer of the Deck pager numbers, NRA FAX number, and the STU-III number). Submit updates as changes occur.

(9) Review and update the NRA's MMSP upon assuming command and after each mobilization exercise.

g. Reserve Activity Mobilization Liaison Officers

(1) Monitor unit RSTARS(MP) recall bills to ensure timeliness of execution. Ensure that each unit conducts a notification exercise at least semi-annually and documents the results. Maintain a file of these reports.

(2) Develop and schedule, through Planning Board for Training (PBFT), a training program to provide Reservists and active duty personnel a thorough indoctrination in activation/mobilization subjects.

(3) Assist the Reserve Activity Commanding Officer in scheduling, conducting and reporting activation/mobilization, and recall exercises as well as assisting with any actual activation/mobilization.

(4) Review and update the activity's MMSP periodically, or as required.

h. Reserve Unit Commanding Officers

(1) Screen assigned Reservists to identify personnel who are unable or unwilling to mobilize, utilizing the Ready Reserve Screening Questionnaire, reference (e).

(2) Update the unit Recall Bill monthly. Submit a copy to the NRA when changes occur. Exercise the recall bill semi-annually when directed by the NRA Commanding Officer, and submit a report after each exercise.

(3) Ensure unit personnel have all medical, dental, legal, and administrative requirements completed prior to a mobilization event.

(4) Participate in all Regional and National Mobilization Exercises.

SECTION 4

PLANNING DOCUMENT POLICY

1. Action

a. Echelon V Activities under the command and support of REDCOM 22 shall prepare a MMSP.

2. Guidance

a. MMSPs prepared by Echelon V Activities will be developed and integrated with references (a) through (d). Activity MMSPs need only contain specific information that is not already stated or covered in higher echelon LSMP/MMSP. These instructions should be maintained together, as they are complementary.

b. One recommendation in utilizing the MMSPs easily is to break down each MMSP/instruction into its individual sections and annexes and place them in single binders. Use of different paper colors for each echelon MMSP can help differentiate MMSPs in each section and annex. In effect, the result will be one joint MMSP easily referenced by color as to identify the level of information desired.

ANNEX B

FACILITIES

1. Alternate Mobilization Control Center. In the event of catastrophe to REDCOM 22 facilities and/or staff, mobilization responsibilities will transfer to Commanding Officer, Naval and Marine Corps Reserve Center (NAVMARCORESCEN), Spokane. Upon assumption of mobilization responsibilities, NAVMARCORESCEN Spokane will inform COMNAVSURFRESFOR and COMNAVREG NW of status.

2. Use of REDCOM Staff and Facilities during Natural Disasters. The primary function of the staff during a natural disaster is to restore the command to a fully functioning Readiness Command. The command will provide available assets to prevent further loss of life or damage to property.

ANNEX E

MANPOWER AND PERSONNEL

Ref: (a) OPNAV 1000/2
(b) Naval Reserve Unit Assignment Document
(c) COMNAVRESFORINST 12910.1
(d) NAVBASESEAINST 3060.1

1. Coordination. The coordination of billet management and personnel levels are conducted by the Director of Reserve Personnel Management.

2. REDCOM 22 Staff Manpower Requirements

a. Officer, enlisted, and civilian personnel requirements for the REDCOM 22 staff are obtained from current copies of references (a) and (b).

b. Civilian personnel requirements are per existing directives. Per reference (c), the COMNAVRESFOR Special Assistant for Civilian Personnel and Equal Employment Opportunity Programs will act as the principal point of contact with the CNO (OP-14) on mobilization preparedness planning for the civilian work force.

c. There are no civilian positions, either on the REDCOM 22 staff or at any other Naval Reserve Activity in this Region, that are designated as key/emergency essential positions.

3. Disposition of REDCOM. In accordance with reference (d), REDCOM 22 staff will augment NMPS Puget Sound as required. If necessary, a Mobilization Control Center will be established to support the NRA's in their activation.

a. Selected Reserve personnel. The majority of SELRES billets assigned to the REDCOM 22 staff are administrative in nature and have no gaining command. Activation processing of staff assigned SELRES will be done at REDCOM 22.

b. Civilian personnel. During full mobilization and the unlikely phase-out of the active duty staff, civilian personnel will be reassigned as directed by higher authority.

ANNEX F

MOBILIZATION COMMUNICATIONS

Ref: (a) COMNAVRESFORINST 3060.6

1. Execution of mobilization within REDCOM 22 will be accomplished by a combination of RTSS/RSTARS, messages, unsecure/secure (STU III) telephone, and FAX's.
2. RTSS. Procedural guidance for use of RTSS during a mobilization or exercise is governed by reference (a).
3. AUTODIN MESSAGES. NAVCOMTELSTA Bangor, WA. provides support to REDCOM 22. Plain language address is: NAVRESREDCOM REG TWO TWO EVERETT WA.
4. Training
 - a. Secure Telephone Training Exercises will be conducted regularly by REDCOM 22 activities to ensure proficiency in use of the Secure Telephone Unit MOD III (STU-III). Training will include all personnel likely to be involved in a mobilization or mobilization exercise.
 - b. REDCOM 22 secure telephone drills will generally be initiated by phone calls from REDCOM 22 to the Reserve Activities on the STU-III in non-secure mode. All hands who are likely to answer incoming calls on the STU-III must be familiar with local provisions for physical security of the STU-III Crypto Ignition Key (CIK), in order that transition to secure mode can be made in a timely manner.
 - c. Each Command/Activity COMSEC Material System (CMS) Custodian is responsible for keeping the CIK encryption up-to-date in accordance with established CMS procedures.
4. Key Mobilization Phone Numbers. See Section 1, paragraph (5).

ANNEX G

TELEPHONE RECALL BILL PROCEDURES

Ref: (a) NAVRESREDCOMREG22INST 3500.1
(b) COMNAVRESFORINST 3060.5
(c) NAVRESREDCOMREG22NOTE 3060.5 of 30 Mar 99

1. General. Procedures for LERTCONS are contained in reference (a).
2. Recall Procedures. Procedures for rapid recall of staff personnel are contained in references (b) and (c).
3. Training/Exercises. REDCOM 22 Echelon IV, V and VI activities shall exercise their recall bills at least semi-annually, document completion, and file. Appendix 1 to annex G is provided as a sample.

APPENDIX I TO ANNEX G

From: Commanding Officer, (NRA/Unit)
To: Mobilization Officer (Activity, Location)
Subj: TELEPHONE RECALL EXERCISE REPORT (REDCOM 22 MMSP)

1. RUIC: _____

2.	Unit Allowance	Locally Assigned Including IAP/CAO	Number Responding to Notification
Officer	_____	_____	_____
Enlisted	_____	_____	_____
Total	_____	_____	_____

3. Date and Time of Notification

a. COMMENCED: _____

b. COMPLETED: _____

c. Time required to achieve 80% of notification of
personnel locally assigned to the unit: _____

4. Comments: (Include list of individuals failing to respond
and why)

ANNEX H

FAMILY SUPPORT PROGRAM

Ref: (a) "Mission: Readiness - A personal and Family Guide for National Guard and Reserve Members
(b) COMNAVRESFORINST 3060.5
(c) OPNAVINST 1750.1D
(d) COMNAVRESFORINST 1770.3C
(e) NAVRESREDCOMREG22NOTE 5420 of 7 May 99
(f) NAVRESREDCOMREG22INST 5720.2C

1. General. All REDCOM 22 Selected Reservists should be familiar with the contents of references (a) and (b).

2. Transition Program

a. OMBUDSMAN. Policies and procedures concerning the establishment of the OMBUDSMAN Program are specified in references (b) and (c). All NRAs are directed to appoint an Ombudsman.

b. Family Service Center (FSC). The REDCOM is supported by Family Service Center, Naval Station Everett, Smokey Point Facility, Marysville, Washington.

c. Legal Services Support. The Navy Legal Services Office, Everett, Washington, supports the REDCOM staff.

d. Public Affairs Officer (PAO). The PAO for REDCOM Staff is designated in reference (e). Responsibilities of the PAO are delineated in reference (f).

e. Family Mobilization Preparation Briefs. REDCOM 22 activities shall present an annual brief to Selected Reserve family members. At a minimum, topics to be covered are contained in reference (a).

ANNEX I

PUBLIC AFFAIRS

Ref: (a) COMNAVRESFORINST 3060.5 (Annex I)

1. Public Affairs Information. During mobilization, REDCOM 22 Public Affairs Officer shall be responsible for answering media inquiries for REDCOM 22 staff, Reserve Activities, and Reserve unit personnel. In his/her absence, refer to reference (a) for specifics on authorized statements and referral phone numbers.

2. SELRES Personnel. All SELRES personnel shall be instructed to reply with "no comment" to any media inquiries concerning a mobilization exercise or actual mobilization, and state that all inquiries shall be directed to Commander, Naval Reserve Readiness Command Region Twenty-two or the respective Reserve Activity Commanding Officer.

ANNEX J

MOBILIZATION TRAINING, EXERCISES AND INSPECTION

Ref: (a) COMNAVBASESEAINST 3060.1

1. Training, Exercise and Inspection Requirements. The REDCOM 22 Staff Mobilization Officer will review the annual training plan to ensure required mobilization training and exercises are scheduled. Reserve Activity Commanding Officers will ensure that required mobilization training and exercises are included in Annual Training Plans.

2. Staff Training. The Mobilization Officer will ensure that the staff has as a minimum:

a. One hour of personnel mobilization preparedness training (to include a legal briefing) annually.

b. A semi-annual exercise of the staff recall bill.

c. Provide SDO training to support mobilization requirements.

3. Mobilization Exercise Training. The Mobilization Officer shall coordinate all the activities in the planning, execution, and reporting requirements for the annual REDCOM Mobilization Exercise and any other exercises initiated by COMNAVRESFOR or higher authority.

4. NMPS Participation. Reference (a) provides information regarding NMPS Mobilization processing, and specifies the duties of REDCOM 22 personnel augmented to NMPS activities.

5. Command Inspection Requirements. Mobilization training and exercises will be command inspection items.

ANNEX K

ACTIVATION/MOBILIZATION PROCESS

Ref: (a) COMNAVRESFORINST 3060.6
(b) NAVRESREDCOMREG22NOTE 3060 of 30 Mar 99
(c) NAVRESREDCOMREG22INST 5400.5
(d) OPNAVINST 3060.7A
(e) COMNAVSURFRESFORINST 3060.5

1. General. Initial notification of a mobilization event will be provided from COMNAVRESFOR directly to REDCOM 22. REDCOM 22 will provide information on mobilization events to Echelon V commands using BBS, telephone, STU-III, or FAX, as appropriate.

2. Responsibilities

a. Initial Notification. Upon initial notification of a mobilization event by COMNAVRESFOR, REDCOM 22 will immediately begin retrieval of RTSS reports identifying units/individuals for mobilization. There are several steps that should be taken:

(1) Run the Joint Message Format--this option will identify each unit that has at least one person identified for mobilization in the current mobilization event.

(2) Run a Personnel Mobilization Status Report from RSTARS (Manpower Module)--this option will identify individual mobilization requirements within the units that have been tagged for mobilization.

(3) Initiate Echelon V notification and recall.

(4) Re-run the reports whenever a modification to an Implementation Order is received.

(5) Periodically re-run Mobilization Status Reports (Individual and Summary) to monitor progress of mobilization events.

NOTE: All hard copies relating to each event will be filed. Each step of the event creates important historical data. In some instances, REDCOM 22 will be the only source of required information. Mobilization information concerning the following will be handled in accordance with reference (a), enclosure (1), pages 2 and 3:

Commissioned Units
Construction Battalions
Intelligence Units
Augment Units
In-Assignment Processing Personnel

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Cross-Assigned Personnel
Special Cases

b. Mobilization of REDCOM 22 Staff. SELRES on REDCOM 22 staff will be activated by the REDCOM 22 active duty staff.

3. Action. Upon receipt of an order to conduct a mobilization event or exercise from COMNAVRESFOR:

a. The Staff Duty Officer (SDO) shall:

(1) Notify and brief N00, N01, N1, and N1A of the nature and extent of the mobilization.

(2) Direct the execution of the Rapid Recall Bill reference (b), as required for the event.

(3) Contact the NMPS to determine full and part time support personnel augmentation requirements.

(4) Establish all initial Mobilization Control Center if required for the event.

b. The Mobilization Officer shall:

(1) Execute duties and responsibilities as required in reference (c).

(2) Execute functions as required by Deputy LACMOB in support of the NMPS.

(3) Promulgate Mobilization Control Center Standard Operating Procedures (SOP).

c. The Mobilization Duty Officer, if required, shall:

(1) Relieve the SDO of mobilization duties.

(2) Continue the staff recall and implementation of Staff Mobilization Control Center and/or augmentation to the NMPS.

(3) Prepare and release routine messages pertaining to the mobilization of subordinate commands and/or individuals as required by duties as Deputy LACMOB or Readiness Commander.

(4) If a staff Mobilization Control Center is required, maintain a log of all activity's during the watch including:

(a) Incoming and outgoing messages.

(b) Queries for information not available from routine mobilization data sources.

(c) Individual Reserve Activities mobilization folders with current status sheets.

(d) Name and rank/rate of each watchstander.

(e) Events initiated and completed.

(f) Unexecuted orders.

(g) Comments for the after action reports.

(5) Maintain and route a mobilization message board.

(6) Maintain, control, and inventory classified material.

(7) Provide daily briefs to REDCOM 22 staff on action messages, initiation, and completion of events and significant problems.

(8) When directed, deactivate the Mobilization Control Center. Deliver all logs, unclassified message traffic and status boards to the Mobilization Officer. All classified material will be stored as required.

c. REDCOM 22 Staff Directors shall:

(1) Evaluate manpower levels and promptly inform N01 of manpower requirements or excesses by rank/rate and civilian paygrade.

(2) As a primary responsibility, provide support during mobilization and mobilization exercises. Departmental personnel shall be available to provide information and resources necessary for mobilization or a mobilization exercise.

d. NRA Commanding Officers shall:

(1) Download all applicable mobilization order events from RSTARS and retrieve any other information, such as order writing templates, from applicable sites.

(2) Develop a notebook of all mobilization directives.

(3) When directed, begin activation processing of all Reservists recalled from the NRA. Reservists will be processed in accordance with references (d) and (e). The NRA Activation Checklist contained in reference (d) will be utilized. A

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Deployment Package will be completed and provided for each Reservist mobilized. Ensure each Reservist has his/her service record prior to departure from the NRA.

(4) Ensure delay and exemption screening is conducted in accordance with reference (d) and Appendix I to Annex K. The NRA is the first location that considers eligibility for delays and exemptions. The NRA will notify Naval Personnel Command and the NMPS of any pending delay or exemption.

(5) Notify the NMPS Coordinator of impending arrival of activated personnel, and any requirements, which will need to be addressed at the processing activities.

APPENDIX I TO ANNEX K

SCREENING, EXEMPTION, AND DELAY CRITERIA

Ref: (a) BUPERSINST 1001.39B
(b) COMNAVRESFORINST 3060.5
(c) MILPERSMAN 1880240
(d) OPNAVINST 3060.7A

1. Annual Screening. Chapter 21 of reference (a) requires the screening of Ready Reserve members at least annually. The screening process will be used to identify and remove individuals who are not mobilization ready from the Ready Reserve prior to the President or Congress declaring a war or state of emergency. All SELRES will indicate their ability to mobilize within 24 hours by completing Figure 21-1 (Ready Reservist Screening Questionnaire) of reference (a). The commanding officer must review each questionnaire and determine whether or not the individual meets the requirements for mobilization. If not, the individual should be processed out of the Ready Reserve. Completed screening questionnaires will be maintained in command files.

2. Exemption and Delay Criteria

a. Procedures for Reserve Center Commanding Officers to review and act on requests by SELRES for a delay or exemption from mobilization are covered in reference (b). Unless authorized by the implementing mobilization directive, or unless the individual is permanently physically or mentally incapable of performing military duty, generally no delays or exemptions from mobilization may be approved once war or national emergency has been declared, or the President has ordered a call-up under Title 10, U. S. Code 673(b).

b. There may be rare situations where valid reasons exist for the granting of an individual delay or exemption. However, any authority to grant delays or exemptions must first be specified in the implementing mobilization directive, whether exercise or actual. The grounds for exemption or delay cited in reference (c) are to be considered examples of criteria, which may be promulgated by the implementing directive. Reference (c) alone is NOT authority to grant an exemption or delay.

3. Member's Status while Requesting Delay or Exemption. Upon receipt of orders to report for active duty, the member is on temporary active duty subject to the Uniform Code Military Justice until the member is determined not to be physically qualified. The status is not modified while the member's request for exemption or delay is pending. The NRA Commanding Officer may, however, authorize the member to return home on such terms and conditions as deemed appropriate. The member remains on temporary active duty until released by competent authority.

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4. Exemption and Delay Procedures

a. NRA Commanding Officers shall, upon receipt of a mobilization order event, appoint in writing, a Delay and Exemption Board (Special Cases Board) composed of three officers. This board will review requests for delay or exemption and recommend to the Commanding Officer approval or denial of requests. When possible, the Board should consist of a Chaplain, a Medical Corps Officer, a Line Officer, and a Lawyer, with a Senior Yeoman/Personnelman to assist the board as administrative and technical advisor.

b. All personnel should be advised, during the early stages of the activation/mobilization orientation briefing, of the delay and exemption criteria promulgated by the implementing mobilization directive.

c. Personnel intending to request delay or exemption should be identified immediately and given a "Special Case Interview Sheet" in the format of Tab A to this Appendix. This form is to be completed prior to the Board interview or examination by the Medical section, if a medical problem is claimed. A list of personnel requesting delay or exemption should be provided to the Reserve Activity Commanding Officer and to the Board.

d. Individuals may withdraw their requests at any time in the process by indicating it in writing and signing the interview sheet. The Board in such cases requires no further action. The member continues activation/mobilization processing.

e. The Board shall interview each member who requests an exemption or delay (including those who have been examined by the Medical Section for verification of their medical problem). The member shall be given a reasonable opportunity to present reasons, qualifications, documentation and verification in support of the request.

f. The Board will not unreasonably delay or prolong the interview to hear repetitious or cumulative evidence, or to give the member additional time to accumulate evidence, if such a delay would materially affect the activation/mobilization process. The Board or a designated member may, but is not required to, verify claims by telephone or other means with persons or agencies that can provide information regarding the request. In the case of medical claims, the Board will consider the recommendations of the Medical Section.

g. The Board shall, based on the evidence presented, determine whether the request meets the promulgated exemption/delay criteria. Based on such finding, the Board shall recommend that the NRA Commanding Officer approve, approve with modifications, or deny the member's request. The Board

shall enter its recommendation on the Special Case Interview Sheet which will be forwarded to the NRA Commanding Officer for action.

h. The NRA Commanding Officer shall approve, approve with modifications, or deny the member's request after due consideration of the Board's recommendation in accordance with the criteria promulgated in the mobilization implementation order. If the necessary authority to approve or deny the request has not been delegated to the NRA Commanding Officer, the Commanding Officer shall submit a recommendation to competent authority. Follow the format of Figure 23-2 of reference (a).

i. The NRA Commanding Officers action shall be recorded on the Special Case Interview Sheet, the original of which shall be filed in a Special Cases Log Book.

j. In all cases involving enlisted members, the Board shall cause a statement summarizing the request, proceedings, and disposition to be entered on an Administrative Remarks Form NAVPERS 1070/613 (Page 13) of the member's service record.

TAB A TO APPENDIX I TO ANNEX K
SPECIAL CASES INTERVIEW SHEET
TO BE FILED IN SPECIAL CASES LOG BOOK
WITH READY RESERVE SCREENING QUESTIONNAIRE (NAVPERS 1001/3)

(Date)

MEMORANDUM

From: President, Special Cases Board

To: Commanding Officer, _____
(Naval Reserve Activity)

Subj: SPECIAL CASES BOARD ICO _____
(Rank, Name, SSN)

Ref: (a) NAVRESREDCOMREG22INST 3060.5B

Encl: (1) Ready Reserve Screening Questionnaire (NAVPERS
1001/3) ICO Subject Member

1. Per reference (a), a special case board was held on subject member. Enclosure (1) and the following information is provided concerning the request. The subject member is requesting:

____ Exemption
____ Delay of ____ days duration

for the following reason(s): _____

2. The following is the recommendation(s) of the Special Cases Board:

NAVRESREDCOMREG22INST 3060.5B
10 May 99

3. Rank/Name of Board Members (Printed)/SIGNATURE

_____/_____
_____/_____
_____/_____

(SIGNATURE OF BOARD PRESIDENT)

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, _____
(Naval Reserve Activity)

To: Service Record Holder

Subj: SPECIAL CASES BOARD ICO _____
(Rank, Name, SSN)

1. Action of Naval Reserve Activity Commanding Officer:

(NRA Commanding Officer)

(Date)

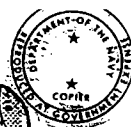
THIRD ENDORSEMENT

NAVPERS 1070/613 service record prepared and entered into the
service record:

(SIGNATURE)

Enclosure (1)

K-I-A-2



READY RESERVE SCREENING QUESTIONNAIRE

PRIVACY ACT STATEMENT:

AUTHORITY to request the following information is derived from 5 U.S.C. 301, 10 U.S.C. 5031, Executive Order 9397 and BUPERSINST 1001.39. The information sought on this form is requested for the management and administration of personnel assigned to the Ready Reserve.

ROUTINE USES: The information will be used by officials of the Department of the Navy in verifying your qualifications and suitability for continued assignment to the Ready Reserve. No information will be disclosed outside the Department of Defense, except in accordance with SECNAVINST 5211.5D, para. (14)(11)(c).

VOLUNTARY: Completion of this form is voluntary. Failure to provide the requested information, however, may result in an inability to provide services and benefits, and to take or to complete personnel or other administrative action.

NAME: (Last, First, Middle initial)

SSN:

PAY GRADE:

DESIG/RATE:

Please circle your response. Provide amplifying information as required.

1. Is your NAVPERS 1070/602, Record of Emergency Data current? If no, review and update as necessary.	YES	NO
2. Do you have a dependent(s) who would prevent, restrict, or delay your mobilization? If yes, explain. See note 1 of BUPERSINST 1001.39 (ch. 21).	YES	NO
3. Do you have a spouse who is an active or reserve service member? If yes, see notes 1 and 2 of BUPERSINST 1001.39 (ch. 21).	YES	NO
4. Are you a single member with a dependent(s)? If yes, see notes 1 and 2 in BUPERSINST 1001.39.	YES	NO
5. Have you within the last year failed to meet, or do you believe you are now unable to meet, the physical readiness standards per OPNAVINST 6110.1?, If yes, explain below. See note 4 in BUPERSINST 1001.39.(ch. 21).	YES	NO
6. Do you have a medical problem or physical defect which might prevent your mobilization or restrict your assignment? If yes explain below. See note 4 in BUPERSINST 1001.39.	YES	NO
7. Are you preparing for religious ministry by attending a recognized theological or divinity school, or an equivalent, or preparing to meet religious faith group requirements? If yes, identify institution, course of instruction, and date entered program below. See note 5 in BUPERSINST 1001.39.(ch. 21.) Institution: _____ Course: _____ Date: _____	YES	NO
8. Are you a student, resident, or intern in any educational program which leads to certification as a medical doctor or dentist? If yes, describe program, credential to be awarded, date started, and expected duration of course. See note 6 in BUPERSINST 1001.39. (ch. 21).	YES	NO



READY RESERVE SCREENING QUESTIONNAIRE (cont'd)

9. Are you a key employee at your place of employment? If yes, provide the information requested below. See note 1 in BUPERSINST 1001.39. Name of organization: _____ POC: _____ Phone: _____	YES	NO
10. Do you have any beliefs that would prevent or restrict your service during mobilization or recall? If yes, explain below. See note 1 in BUPERSINST 1001.39.	YES	NO
11. Are you a non-prior service member who has not completed a 12 week period of basic training or its equivalent? If yes, describe the circumstances. See note 1 in BUPERSINST 1001.39.	YES	NO
12. Do you know of any reason why your recall to active duty would create a personal or community hardship? If yes, explain. See note 1 in BUPERSINST 1001.39.	YES	NO
13. Is there any other reason why you would not be immediately available for recall to active duty? If yes, explain. See note 1 in BUPERSINST 1001.39.	YES	NO

CERTIFICATION BY PERSON COMPLETING FORM

I certify that the information I have provided is complete and accurate to the best of my knowledge. I will expeditiously notify my commanding officer of any circumstances that may develop in the future that could delay or prevent my immediate mobilization.

MEMBER'S SIGNATURE.

DATE.

COMMANDING OFFICER'S ENDORSEMENT (SELRES AND VTU only)

☐

I consider the member mobilization ready. I will report any changes to the members status that may affect his/her mobilization to the local Naval Reserve activity.

☐

I consider the member not mobilization ready. The following action has been taken.

☐

Forwarded to Activity Commanding Officer for further review.

UNIT COMMANDING OFFICER'S SIGNATURE

DATE

ACTIVITY COMMANDING OFFICER'S SIGNATURE

DATE

ANNEX L

TRANSPORTATION/SUPPORT

1. Transportation arrangements for SELRES who are mobilized will be made by the Director of Logistics (N4) with the assistance of the Comptroller (N8).
2. Temporary berthing, meals, and local transportation (after the member has reported to the Readiness Command) will be arranged/coordinated by the Logistics Department as necessary.

ANNEX N

DEMOBILIZATION/DEACTIVATION

1. Demobilization/deactivation guidance will be published with each contingency.
2. Release of recalled Ready Reserve personnel from active duty will be accomplished in two stages:

a. Demobilization processing will be done by the same NMPS at which the member was placed on active duty. At a minimum, the NMPS will conduct all required physical examinations, close pay and entitlement records, update service record entries, and arrange for transportation of member to parent Naval Reserve Activity. Members will be transferred from the gaining command to the NMPS with sufficient time prior to their release from active duty date to complete all required steps of demobilization.

b. Deactivation processing will occur at the parent Naval Reserve Activity. Member will resume SELRES status. Appropriate IMS codes will be entered by the Naval Reserve Activity.

ANNEX O

MOBILIZATION EXERCISES (MOBEX)

Ref: (a) COMNAVRESFORINST 3060.5

1. The NAVRESREDCOMREG22 Mobilization Officer will coordinate all planning activities for Regional Mobilization Exercises.
2. REDCOM 22 (N1A) will ensure MOBEXs are performed, in accordance with reference (a), and required reports are submitted by Echelon V commands.
3. REDCOM 22 (N1A) will forward the consolidated exercise report to COMNAVRESFOR, via COMNAVSURFRESFOR, and provide lessons learned from MOBEXs to Echelon V commands.